

**Series: AWM95**  
Australian Army commanders' diaries  
[Vietnam]

Ordnance units

**Item number: 13/1/20**

**Item: 1 Ordnance Field Park**

Narrative

[1-31 Aug 1971]

COVERING LETTER

Reference No. ....

To: OIC, Military History Section, AHQ.

1. I enclose Commanders Diary (AF C 2118) (Adapted) as indicated at Part 2.

2. Please return receipt below.

*Received  
22/9/71  
h J*

(Signature) .....

*E. O'Hea* Capt

Appointment .....

OC 1 OFF  
(OC Unit or senior staff officer)

**SECRET**

ORIGINAL  
~~DUPLICATE~~

Strike out where  
not applicable

**COMMANDERS DIARY**

OF

Unit or Formation 1 OFF

From 1 AUG 71

To 31 AUG 71

INDEX

Narrative (AF C 2118)

ANNEXES

- \* A Duty officer's log
- \* B Messages connected with log
- C Operation orders and instructions issued
- D Operation orders and instructions received
- \* E Sitreps issued
- F Orders of battle and location reports issued
- G Intelligence reports and summaries issued; appreciations made
- H Administrative orders and instructions issued
- I Administrative orders and instructions received
- J Administrative reports and bulletins; ammunition returns; field strength returns
- \* K Standing orders issued
- L Commander's policy and demi-official letters
- M Action reports (if required)
- N Other papers, eg, maps and diagrams, air photos, reports from sub units
- O Periodical summaries of operations
- Z Top Secret Supplementary Diary

Enclosure Numbers

- VII to .....
- to .....
- to .....
- to .....
- to .....
- to .....
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† NIL  
† RETAINED  
† Despatched to

on.....

\* Only to be included during operations.  
† Cross out whichever is not applicable.

PART 3

COMMANDERS DIARIES  
INSTRUCTIONS

AIM

- 1. The aim of a Commanders Diary is to provide data on which to base future improvements in Army training, equipment, organization and administration, and to furnish historians with a record of the activities of units and formations in operational and non-operational periods in peace and in war.

GENERAL

- 2. Entries are to be made daily on AF C 2118 (Adapted) each entry being initialled by the officer detailed to keep it.
- 3. Commanders Diaries will conform with the rules for drafting orders given in "Staff Duties (Australia)", Chapter 2, Section 12.

RESPONSIBILITY

During Non-operational Periods

- 4. A Commanders Diary is to be compiled by commanders of all formations.

During Operational Periods (1)

- 5. A Commanders Diary is to be compiled in duplicate by:
  - a. Commanders of all formations.
  - b. Each branch of the staff at formation headquarters commanded by a brigadier or above.
  - c. Heads of services not below the rank of lieutenant colonel.
  - d. Personal staffs and officers holding special appointments.
  - e. Unit commanders.
  - f. Commanders of a detachment of a unit when so ordered.

COMPILATION

- 6. Both original and duplicate copies are to consist of:
  - a. Cover (AF C 2119) (Adapted).
  - b. Index as printed on cover.
  - c. Narrative (AF C 2118) (Adapted).
  - d. Annexes as shown in the Index.
- 7. All details of the unit or formation (if a detachment is concerned, the name of the parent unit), period covered and enclosure numbers of the annexes are to be shown on the cover. If there has been a change of command since the last report, the date of assumption by the new commanding officer is to be included.
- 8. The annexes are to be assembled in the groups shown on the cover. If there are no enclosures for an annex NIL will be entered on the cover. If additional annexes are convenient for a particular headquarters, starting at B.

for operations form Annex "Z", "TOP SECRET" the document. It is to be prepared and disposed of as

TENTS

es as well as map references), establishment, equipment  
d orders given.  
he day's fighting, including company movements.  
nmander with regard to equipment, tactics, organization

potential importance.  
o officers, men and equipment.  
pment captured.  
employed in the time not accounted for. The type of

and to save work as much information as possible is to  
uments issued and received, routine returns, etc. All  
and the time of receipt or despatch is to be given.

he annexes, but need not give a precis of any of them.

(continued on back cover)

1 BP Coy-274/65-55m

AWM 95

[13/11 Aug 71]

AF C 2118 (Adapted)

SECRET

57945

COVERING LETTER

57945

DISPOSAL

13. Original Commander's Diary. This is to be forwarded monthly, unless otherwise ordered, by the seventh day of the succeeding month direct to AHQ.

14. Duplicate Commander's Diary. This must be clearly marked as a duplicate. It is to be sent separately from the original to AHQ one month after the original has been despatched but not before the former has been acknowledged.

15. When overseas, both copies of diaries are to be sent through the Army Records organization in the overseas theatre but at different times.

16. TOP SECRET Supplementary Diaries.

a. The documents referred to in Paragraph 9 together with a list of them made out on AF C 2118 (Adapted) must be placed in separate cover (AF C 2119) (Adapted). All details must be filled in and the cover clearly marked in red: "ANNEX Z — OFFICER ONLY". It may be convenient to group the papers by appendices.

b. Supplementary diaries must be forwarded under the normal rules for TOP SECRET correspondence, to AHQ. The inner envelope must be plainly marked:

TOP SECRET  
ANNEX Z to

Commanders Diary of.....(Formation or Unit)

From.....to.....(Dates)

c. The duplicate supplementary diaries must be despatched as shown in Paragraph 14 as soon as receipt of the original has been acknowledged.

COMPILATION

6. Both original and duplicate copies are to consist of:

- a. Cover (AF C 2119) (Adapted).
- b. Index as printed on cover.
- c. Narrative (AF C 2118) (Adapted).
- d. Annexes as shown in the Index.

7. All details of the unit or formation (if a detachment is concerned, the name of the detachment, the dates covered and postcodes numbers of the annexes) are to be shown on the cover. If there has been a change of command since the last report, the date of assumption by the new commanding officer is to be recorded.

8. The annexes are to be assembled in the groups shown on the cover. If there are no annexes for an annex NIL will be entered on the cover. If additional annexes are submitted for a particular period, they are to be numbered.

For contents form Annex 'Z', TOP SECRET the document. It is to be prepared and disposed of as follows:

INDEX

as well as map references), establishments, equipment & orders given, day's fighting, including company movements, remainder with regard to equipment, tactics, organization, health, discipline, etc.

to allow for the inclusion of any equipment, personnel, etc. employed in the time not accounted for. The type of

and to have with as much information as possible to units listed and received, routine returns, etc. All and the time of receipt or despatch is to be given.

be annexes, but need not give a print of any of them.

(continued on back cover)

AWM 95

[13/11 Aug 71]

This form is to be enclosed with the annexes in AF-C2119 (Adapted).

AUSTRALIAN MILITARY FORCES

AF - C2118 (Adapted)  
Revised Apr. 1969

## COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFF

MONTH and YEAR Aug 71

REFERENCE MAP -

COMMANDING OFFICER Capt G OLNEY

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
1		1 Aug		Stand-down day. OC sustained injury to left foot while participating in sport.	
2		2 Aug		OC had foot x-rayed, confined to bed. Sgt Davies and L/Cpl Blakey to NUI DAT for IAS duties and spot checks. Normal project and Park work continued.	
3		3 Aug		OC returned to work, on crutches. Lt Downs, Sgt Botcher on liaison visit from NUI DAT. One fifth of unit on range practice.	
4		4 Aug		Normal park and project work continued.	
5		5 Aug		WO2 Warne admitted to hospital with Carbon Tetra Chloride intoxication. Normal work day.	
6		6 Aug		Routine work day.	
7		7 Aug		WO2 Warne discharged from hospital. Normal day of work.	
8		8 Aug		Half day stand-down. OC to Long Binh to co-ordinate Self service stores. Normal work continued.	
9		9 Aug		OC returned from Long Binh. Normal work day.	
10		10 Aug		All indents for exercise ENEMA (copy enclosed) scaling and indice slips now raised.	
11		11 Aug		Work commenced on signing indents for stores ex 2 AOD also transfer of stock	

# COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFF

MONTH and YEAR AUG 71

REFERENCE MAP -

COMMANDING OFFICER Capt G. OLNEY

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
				from manual cards to machine cards.	
12		12 Aug		Lt Downs on Liaison trip from NUI DAT. Work continued as per serial 11.	
13		13 Aug		Normal day	
14		14 Aug		OC, S/Sgt Shea, L/Cpl Blakey to NUI DAT. Usual work continued.	
15		15 Aug		Half day stand-down. Normal work plus general clean up of area during morning.	
16		16 Aug to 17 Aug		Began preparation of storehouses in readiness to receive stores. Work on machine cards and preparation of indents continued.	
17		18 Aug		First batch of indents totalling five hundred fwd to 2 AOD.	
18		19 to 20 Aug		Indents continued to be forwarded to 2 AOD.	
19		21 Aug		Unit commenced overtime. Commence work at 0500 hrs. Approx two thousand indents forwarded to AOD today. Big work load on auditing of manual and machine cards registers etc.	
20		22 Aug		Erected tent city to house orderly room, Q store, control office, OC.	
21		23 Aug		Last of indents forwarded to AOD, about four thousand eight hundred.	

This form is to be enclosed with the annexes in AF-C2119 (Adapted).

AUSTRALIAN MILITARY FORCES

AF-C2118 (Adapted)  
Revised Apr. 1969

## COMMANDER'S DIARY NARRATIVE

UNIT/FORMATION 1 OFP

MONTH and YEAR Aug 71

REFERENCE MAP -

COMMANDING OFFICER Capt G. OLNEY

Serial	Place and grid reference	Date	Time	Event or Information	Reference to annex letter and/or enclosure No.
(a)	(b)	(c)	(d)	(e)	(f)
22		24 Aug		Work began on setting up inside tents. Alerts began, grey during daylight hours yellow during hours of darkness. Many extra duties. Commenced progressing No 3 copies.	
23		25 Aug		First batch of 3 copies to store house, who commenced receipt of stores.	
24		26 Aug		Normal work day	
25		27 Aug		First 3 and 4 copies received from stores Platoon, these were progressed also 3 copies for stores platoon.	
26		28 Aug		First batch of receipts posted to machine cards. Normal work continued	
27		29 Aug		Half day stand-down. General tidy up of HQ and stores areas during morning	
28		30-31 Aug		Normal work continued at satisfactory rate.	

2 AOD  
AFPO 3  
VUNG TAU

18 Aug 71.

EXERCISE INSTRUCTION - EXERCISE ENEMA

Introduction

1. In due course, 1 OFP will re-open. Procedures and methods have been prepared but must now be tested.

Aim

2. The aim of Exercise ENEMA is to practice 2 AOD and 1 OFP in the techniques required to re-open 1 OFP.

General

3. To ensure that the proposed techniques are effective, actual vouchers and stores will be handled throughout the exercise.

Duration

4. The exercise will commence at 1330 hrs 18 Aug 71 and will continue for seven days.

Stages

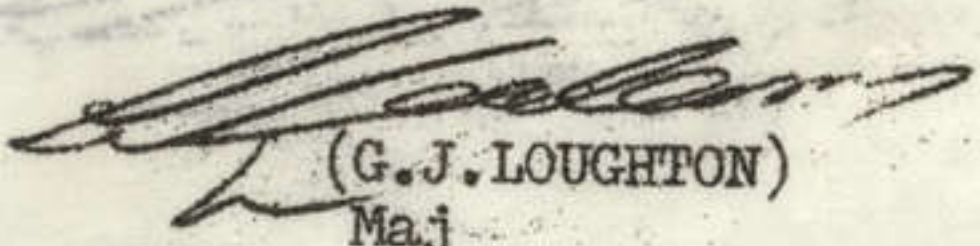
5. a. Voucher Submission. 1 OFP will submit 250 vouchers per day to 2 AOD.
- b. Review Procedure. See separate instruction issued by SOSCO.
- c. Movement of Stores. SSO Branch is to treat 1 OFP vouchers as normal issues, except that:
- (1) A rate of clearance of 250 per day must be maintained.
  - (2) Other issues must not suffer.
  - (3) Movement of stores for 1 OFP is to be to a special area set aside in Traffic.
- d. 1 OFP Receipt Action.
- (1) Under 1 OFP arrangements.
  - (2) An exercise control office will be set up on 2 AOD parade ground.

Overtime

6. a. Branch heads are to order overtime as necessary to ensure that the rate of 250 per day is maintained.
- b. Overtime worked is to be recorded as a basis for later planning.

OFP Staffing

7. It will be necessary to loan certain 2 AOD personnel to 1 OFP. Details will be notified separately.

  
(G.J. LOUGHTON)  
Maj  
OC